Webmaster Job Description for Winchcombe Area U3A

The Webmaster's role includes the following activities:

Maintain website

- ASAP or Weekly – Update web site with relevant information, uploading documents/photographs as required
- Monthly – Add upcoming u3a events and check that past events are deleted
- Liaise with other Committee members and Group Leaders, to ensure that the website contains relevant and up-to-date information.
- Update Newsletter page after publication

General

- Provide access and editing rights of the website to the U3A committee members and group leaders.
- Manage the allocation and removal of both standard and forwarding (redirection) email addresses as necessary.
- Liaise with the Beacon administrator in providing and maintaining the links to the Beacon system from our website. (new members and renewals)
- Provide any necessary training or assistance to members using the system.
- Manage members' personal data in line with the Winchcombe U3A's Privacy and Data Protection Policies.
- Maintain contact with the website providers, currently U3A Sitebuilder

Web Hosting

- Set up emails generic emails for committee members
- Coordinate the handover of generic emails annually
- Ensure that all invoices received from the web hosting service provider are paid in a timely fashion.
- Liaise with the web hosting service provider to ensure that any issues relating to the hosting service are resolved.

Note that the website is built using the Third Age Trust Sitebuilder, so the basic format of the website is predetermined, and editing is quite simple and does not require sophisticated computer skills.